

25X1A

REGULATION

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190004-7

SECRET

25X1A

ORGANIZATION
5 April 1954

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

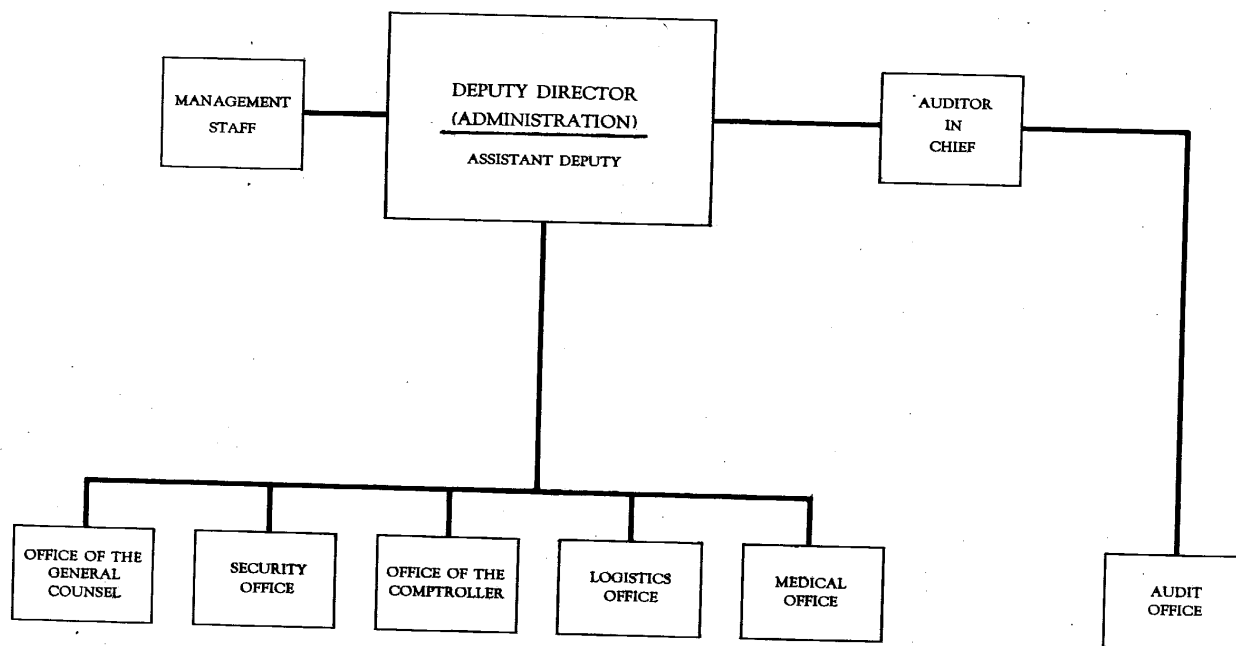


Figure 1

SECRET

HS/HC-147

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190004-7

000273

~~SECRET~~

R

25X1A

REGULATION

ORGANIZATION
5 April 1954

ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

Rescissions: (1) R 1-140 dated 18 January 1954 and CHANGE 1 dated 12 March 1954
(2) N 1-140-2 dated 8 February 1954

CONTENTS

	Page
OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)	1
AUDITOR-IN-CHIEF	1
MANAGEMENT STAFF	1
OFFICE OF THE GENERAL COUNSEL	3
SECURITY OFFICE	3
OFFICE OF THE COMPTROLLER	7
LOGISTICS OFFICE	9
MEDICAL OFFICE	11

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

1. DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration) is in charge of administrative support for the Agency. (See organization chart, Figure 1.)

AUDITOR-IN-CHIEF

2. MISSION

The Auditor-in-Chief shall be responsible for the audit (exclusive of internal audit) of all finance, fiscal, and property matters not under the General Accounting Office Procedures. This responsibility is based on the requirements of operational security and the protection of intelligence sources and methods.

3. FUNCTIONS

The Auditor-in-Chief shall:

- a. Assure that appropriate current audits are made.
- b. Examine the accounting, internal audit, and financial procedures, and practices of the Agency.
- c. Recommend changes in the interests of efficiency and protection of Government funds and property.
- d. Recognize security as a basic consideration in all actions and recommendations.
- e. Direct the activities of the Audit Office.

MANAGEMENT STAFF

4. MISSION

The Chief of the Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies, and procedures designed to improve management and/or efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

5. FUNCTIONS

The Chief of the Management Staff shall:

- a. Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the

25X1A

25X1A
REGULATION

SECRET

ORGANIZATION
10 August 1954

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

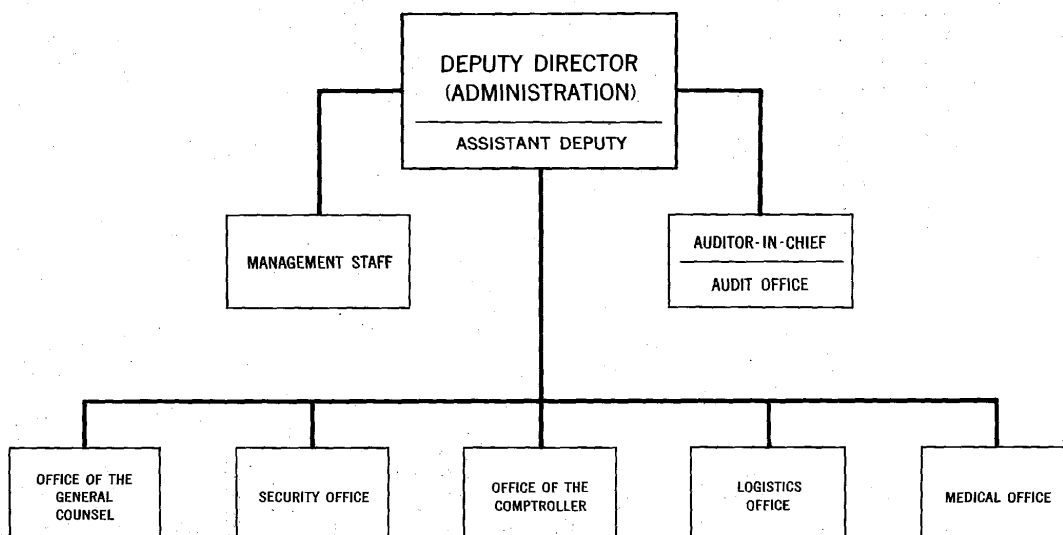


Figure 1

13113 CIA, 8-54

SECRET

HS/HC-147

SECRET

CHANGE 1

25X1A

REGULATION

ORGANIZATION
10 August 1954**ORGANIZATION AND FUNCTIONS****OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)****CONTENTS**

	Page
OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)	1
AUDITOR-IN-CHIEF	1
MANAGEMENT STAFF	3
OFFICE OF THE GENERAL COUNSEL	4
SECURITY OFFICE	4
OFFICE OF THE COMPTROLLER	7
LOGISTICS OFFICE	9
MEDICAL OFFICE	11

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)**1. DEPUTY DIRECTOR (ADMINISTRATION)**

The Deputy Director (Administration) is in charge of administrative support for the Agency. (See organization chart, Figure 1.)

AUDITOR-IN-CHIEF**2. MISSION**

- a. The Auditor-in-Chief is responsible for the independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to CIA. He shall give due regard to generally accepted principles of auditing, including consideration of the effectiveness of accounting organizations and systems; internal funds and property accounting controls; accounting procedures and responsibilities of operating components in relation to the receipt, custody, and use of funds, property and other assets; and other related administrative practices. His audit shall be concerned with the proper application of funds and property as prescribed in pertinent laws and regulations in the fulfillment of authorized functions. Subject to the foregoing the audit function may be only limited by the requirement that operational cover and security be maintained and that intelligence sources and methods be protected adequately.
- b. Audit reports containing findings and recommendations shall be prepared and pursued until all matters therein have been brought to a conclusive settlement.

3. FUNCTIONS

The Auditor-in-Chief shall:

- a. Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
- b. Ascertain that expenditures are made and financial and material assets are used only in the furtherance of authorized activities and in accordance with laws applicable to the Agency and Agency Regulations.
- c. Determine that the Agency collects and accounts properly for all revenues and receipts arising from its activities.
- d. Determine that the financial and material assets of the Agency, or in its custody, are adequately safeguarded and controlled in an efficient manner.
- e. Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
- f. Recognize that the maintenance of the security of operations is a basic consideration in all actions and recommendations.

SECRET

25X1A

25X1A
REGULATION

SECRET

ORGANIZATION
17 February 1956

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

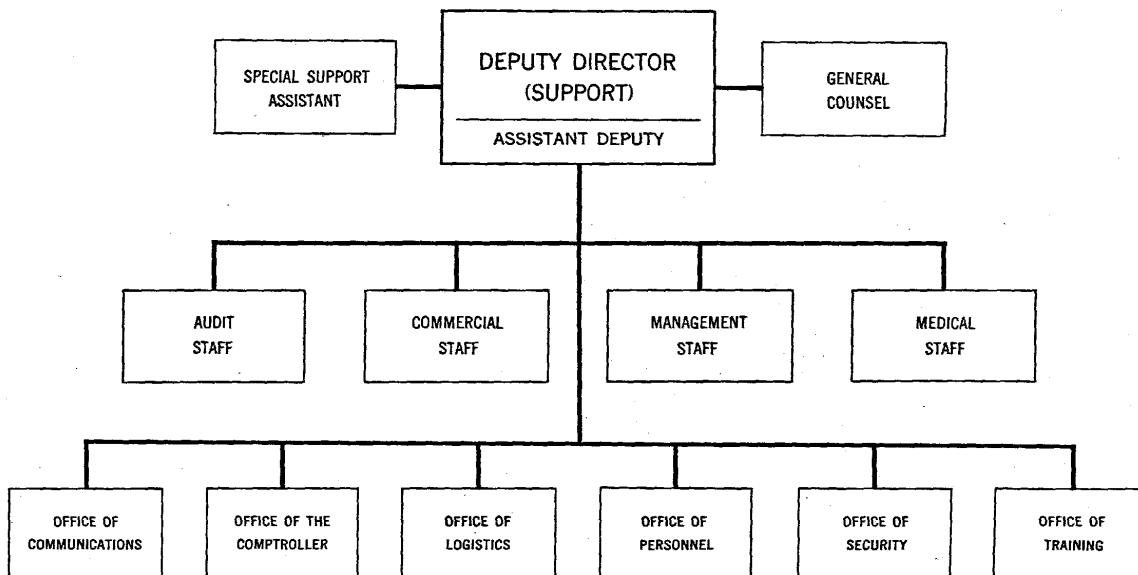


Figure 1

HS/HC-147

13113 2-56

SECRET

25X1A

Approved For Release 2001/08/01 : CIA-RDP84-00022R00040019

SECRET

CHANGE 2

25X1A

REGULATION

ORGANIZATION
6 February 1957

ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

CONTENTS

	Page
DEPUTY DIRECTOR (SUPPORT)	3
SPECIAL SUPPORT ASSISTANT, DEPUTY DIRECTOR (SUPPORT)	3
GENERAL COUNSEL	3
CHIEF, AUDIT STAFF	4
CHIEF, COMMERCIAL STAFF	5
CHIEF, MANAGEMENT STAFF	7
CHIEF, MEDICAL STAFF	9
DIRECTOR OF COMMUNICATIONS	11
COMPTROLLER	13
DIRECTOR OF LOGISTICS	15
DIRECTOR OF PERSONNEL	17
DIRECTOR OF SECURITY	19
DIRECTOR OF TRAINING	21

25X1A

SECRET

REGULATION

25X1A

ORGANIZATION

Revised 8 February 1960

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

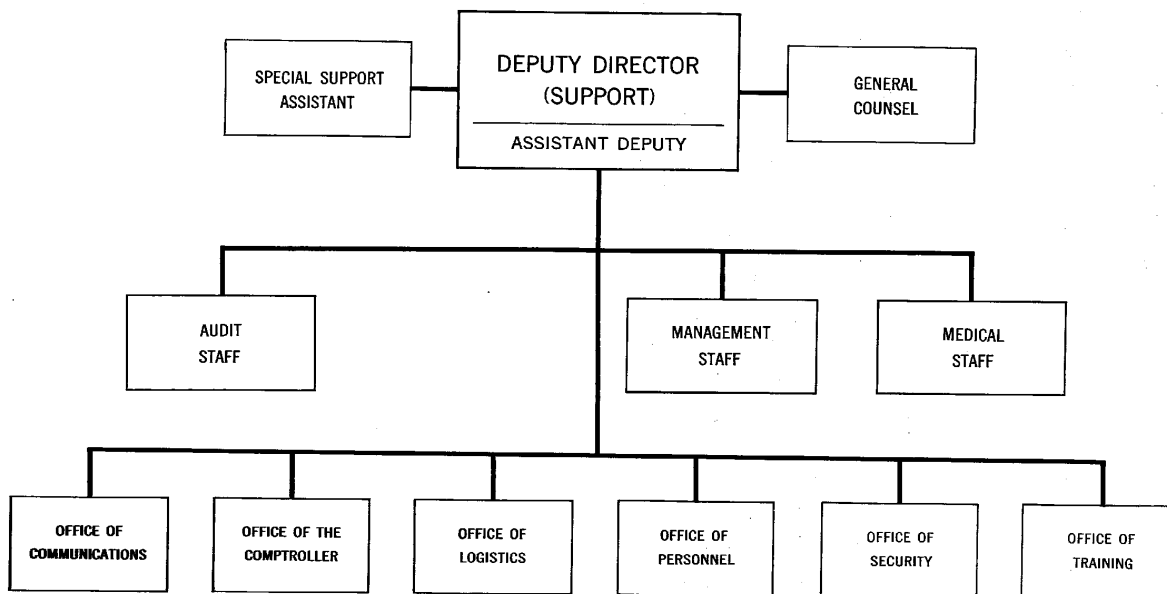


Figure 1

2

28661 2-60

SECRET

HS/HC-147

~~SECRET~~

REGULATION

25X1A

ORGANIZATION

Revised 8 February 1960

ORGANIZATION AND FUNCTIONS**OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)****CONTENTS**

	Page
DEPUTY DIRECTOR (SUPPORT)	3
SPECIAL SUPPORT ASSISTANT, DEPUTY DIRECTOR (SUPPORT)	3
OFFICE OF GENERAL COUNSEL	3
CHIEF, AUDIT STAFF	4
CHIEF, MANAGEMENT STAFF	7
CHIEF, MEDICAL STAFF	9
DIRECTOR OF COMMUNICATIONS	11
COMPTROLLER	13
DIRECTOR OF LOGISTICS	15
DIRECTOR OF PERSONNEL	17
DIRECTOR OF SECURITY	19
DIRECTOR OF TRAINING	21

~~SECRET~~